

CONFIDENTIAL

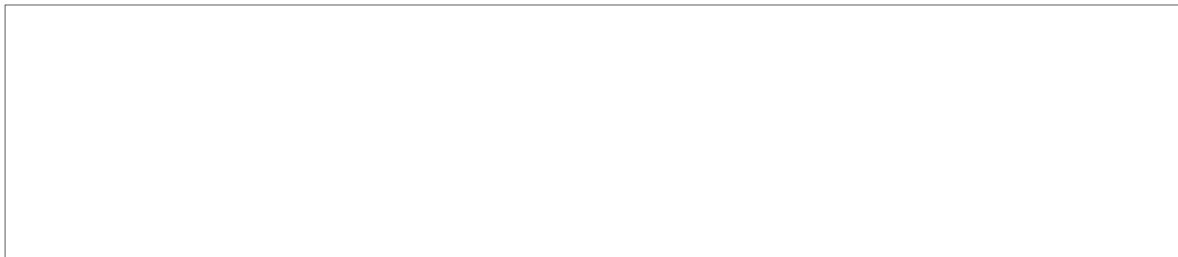
Chief, Management Staff

17 June 1954

Chief, Records Management Division

Weekly Report - Week ending 16 June 1954

Here are the items of most significance for the week:



25X1

The Real Estate and Construction Division, Logistics Office, is now in process of investigating the contractors who submitted the bids to determine their suitability, and an award of contract will be made as soon as this investigation is completed.

2. Comments have been received from all offices in the Agency on the proposed Agency Correspondence Handbook. These have been reconciled and redrafting of the revised copy is in process. Target date for completion and submission to Regulations Control Staff is 8 July 1954.



25X1

CONFIDENTIAL

~~CONFIDENTIAL~~

Weekly Report For Week Ending 16 June 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Reproduction tests continued during the week in an effort to solve the "curl" problem which has been affecting the offset master. Best efforts so far have been achieved by etching the plates and allowing them to stand for several hours prior to insertion on the press. While this has eliminated the curling problem the plates are now scumming during running. It is believed that by reducing the length of time between the etching and the run that perhaps both difficulties can be overcome. 40 %

Project 4-86 - Forms Index

The index has been transmitted to the Printing and Reproduction Plant for running of coordination copies. No date of availability has yet been received. 70 %

Project 4-95 - Forms Management Handbook

No action this week. 2 1/2 %

Project 4-103 - Preparation of Final Type Forms Copy By Forms Management Branch

No action this week. 10 %

OO Information Report

No action this week.

Air Raid Emergency Plan

The scheduled Air Raid test was completed 14 June in an efficient and effective manner. The Building Warden Organization functioned efficiently and there were no note worthy instances to report other than the alarm system, over which the Building Warden Organization has no control, failed to function in the prescribed manner. A report and critique has been submitted by [] to [] Security Office.

25X1

Study of Stocked Forms Supply System

[] met on 9 June with Messrs [] to discuss alleged sanitized difficulties encountered with respect to sterile forms. The problem as initially reported by []

25X1

25X1

~~CONFIDENTIAL~~

appeared to be of considerable magnitude and [] requested that further study be made and a list of the forms involved be prepared. Advice has since been received from [] that the problem as originally presented was somewhat exaggerated and that there appeared to be only 13 stocked forms which will require sanitization.

25X1

25X1

Preparation of Vue Graph and 35mm Slides for Training Use

[] of Graphics/ORR has been requested to correct the nomenclature on slides #2 to show recent organization changes of the division and office names.

25X1

Summary of Individual Forms Actions

	<u>No of Requisitions</u>	<u>No of Copies</u>
New	2	900
Revisions	1	4000
Reprints	9	92600
Overprints	<u>1</u>	<u>1000</u>
	13	98500

25X1

Report for Week Ending 16 June 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

a. Correspondence Management - The drafts of the correspondence adaptable for form letters and pattern correspondence have been developed and now await approval of the Transportation Division. 50%

b. Reports Management - [] ^{Staff} Administrative, 10, reported that the target date for installing the program has been moved forward to 1 July 1954. 20%

Project 4-94 - Office of the Comptroller Reports Management Program

No change from previous report. The Deputy Comptroller has not completed his review of the proposed guides for installing the program. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Recommendations from coordinating offices have been reconciled; redrafting of a revised copy is continuing. Target date for presenting the redraft to Regulations Control Staff is 1 July 1954. Project is 85% complete.

General Information

a. Written evaluation of employee suggestion, Prepunching Letterex Stationery, was completed. Investigation and analysis was begun on suggestion, The Use of Sterile Paper.

b. Graphics Registry completed the illustrations for the Reports Management Prospectus. Final copy preparation by Printing and Reproduction will be requested this week.

c. The proposed Office of Personnel Reports Management Program was discussed further with [] The Chief, Mobilization Planning Branch, reviewed the proposed guides and commented favorably. [] is soliciting comments from the Chief, Plans Branch, and the Chief, Statistical Reporting Branch.

d. The Office of Personnel is revising their form and pattern correspondence. Their revisions are being based on guides and suggestions submitted from our review of their reading files. Nine letters remain to be streamlined. We have been requested to suggest improvements.

CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2009/01/16 : CIA-RDP70-00211R000300260007-2

Report For Week Ending 15 June 1954
RECORDS CENTER BRANCH

Accessioning

25X1 The Logistics Office [] was unable to provide the regularly
25X1 scheduled [] on Tuesday the 15th of June. This
did not cause any serious complications however, since the only pick-
up outstanding was one of 29 boxes from the Logistics Office.

During this week the following accessions were received:

Logistics	16	cubic	feet
Medical	5	"	"
ORR	1	"	"
OO	1	"	"
Total	23	cubic	feet

Total accessions to date - 167

Reference

A request for approximately 400 reports was serviced for OSI. These reports were needed in connection with a special National Intelligence Estimate which is being prepared.

A list of dead material now being held by the Supplemental Distribution Unit is being prepared. Contact will be made with the originating offices for the purpose of determining whether or not this material may be destroyed or retired to the Records Unit.

Disposal

Discussed the Records Center Disposition program with the Area Records Officer for OO/C. All holdings of OO/C have now been scheduled.

Initiated Notification of Disposal Action for seven jobs.

Disposed of one cubic feet of record material.

General

25X1 The Center was visited by []
25X1 Personnel Office. [] has decided to set up a file in his
own office that will document all record transfers to the Center.
Up to this point the documentation has been handled on a decentralized basis. The Center agreed to furnish copies of Records Retirement Requests in its files.

25X1

~~CONFIDENTIAL~~

Approved For Release 2009/01/16 : CIA-RDP70-00211R000300260007-2

Since November 1953 the Center has received 105 visitors.

The air raid drill was conducted smoothly on Monday. The Center was secured and all personnel evacuated to the shelter area in approximately $1\frac{1}{2}$ minutes. Two members of the Security Patrol were present to provide security for the records stored here.

Major Fess of Army G-2 visited the Center with regard to having a complete set of NIS returned direct to the Center from West Point.

25X1

CONFIDENTIAL

CONFIDENTIAL

Report for Week Ending 16 June 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

No change from previous report.

Project 4-78 - Records Management Survey, Office of General Counsel

No change from previous report. 99%

Project 4-79 - Records Management Survey, Foreign Broadcast
Information Division

A records disposition plan is being developed for this division. To date 21 describable items covering an estimated 209 linear feet of records have been listed. Project is approximately 25% complete.

Project 4-97 - Records Disposition Handbook

This proposed handbook has been in draft form for about 5 months. It represents a basic plan for the establishment and maintenance of the Agency records scheduling program. 25%

As previously reported, the handbook cannot be published until more adequate regulations covering the over-all records program are put into effect.

The need for publishing this handbook cannot be over emphasized. In the absence of an effective basic plan, the development of individual disposition plans are hit and miss propositions. There is an absence of standardization and effective controls are directly dependent upon the wishes of individual offices concerned. It is again urged that efforts be directed toward the publication of this handbook.

Project 4-113 - Records Management Survey, Foreign Documents Division

A disposal schedule was submitted to the National Archives for study and concurrence. 93%

Project 4-116 - Records Management Survey, Security Office

148 Describable items covering an estimated 2975 linear feet of records have been listed. Project is approximately 75% complete.

CONFIDENTIAL

25X1

Report for Week Ending 16 June 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. 75%

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 84% complete. Inventorying of the records for preparation of a control schedule is approximately 25% complete. Twenty-one items covering 200 cu. ft. have been listed. Installation of the filing system is completed with the exception of the files of three analysts and a part of the Central Research Files.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. 7%

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 86% complete. The first model of the tray with the new latching device was delivered and approved this week. The manufacturer has been requested to proceed with the initial order for 50 trays.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

Project approximately 97% complete.

The art work for the cover on the handbook has been delivered. Transmittal to Regulations Control Staff is being delayed pending a meeting with the Inspector General regarding his original comments.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

The Area Records Officer of the Office of Communications has prepared a draft of an inter office memorandum regarding the reactivation of the Vital Materials Program. Due to the close relationship of the work of the Office of Communications and the DD/P area there remain some questions to be settled regarding the handling of the vital materials. 77%

Project 4-84 - Vital Materials Microfilm Projects

Filming of the OCD/BR dossiers continues. Project is approximately 41% complete.

The project was retarded this week due to electrical failure encountered subsequent to placing a second camera on the job. Trouble has now been corrected. **CONFIDENTIAL**

CONFIDENTIAL

Office of the Comptroller - Filming of the individual retirement cards for all agency personnel and the individual earnings (WD-43) for personnel working outside the continental limits of the United States was started and completed this week.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 5% complete.

General Information

The Office of General Counsel is delinquent in their deposit of vital materials due to the absence of the person assigned to handle this work. It was suggested and agreed to by the administrative assistant of the General Counsel that a substitute should prepare the material for deposit rather than permit further delays.

The operating budget for 1955 has been proved and submitted to the Office of the Comptroller.

25X1 [redacted] visited the microfilm installation of the Navy's Publications Division at the Pentagon to inspect the various types of equipment in use there. Of particular interest was the special Xerox printer which has been adapted to produce continuous paper enlargements from roll microfilm at the rate of 20 feet per minute. Such a machine could augment other facilities being held in readiness to produce paper copies of microfilmed vital materials in the event of an emergency. However, the machine is still in the development stage and expensive to operate. No recommendation will be made with respect to its use until further study of emergency requirements has been made and the machine is available.

A change in the procedure for handling repair service requests for Recordak and Diebold microfilm equipment will be effected 1 July 1954. Repair services will be placed on a standing order so it will not be necessary to submit requisitions for individual requests. A call to the appropriate Building Supply Officer will be sufficient. This will eliminate only a part of the delay experienced under the old procedure in getting repairs made. Most of the delays were occasioned by inadequate instructions to the vendor's serviceman which usually resulted in the serviceman making two trips for each call, one trip being to ascertain the exact nature of the trouble and the second trip being to pick up the needed part or tool. Because of these delays we are requesting the Building Supply Officer to permit us to contact the vendor's serviceman directly. It is expected that such permission will be granted within the next day or two.

25X1

CONFIDENTIAL